

TO CHANGE THE QUALIFIER FOR YOUR COMPANY

1. A letter stating to remove the original qualifier and to replace with the attachment.
2. A copy of the Computerized Testing Results
3. Qualifying party form filled out and notarized.

All of this can be faxed to 501-372-2247 or mailed to
Contractors Licensing Board
4100 Richards Road
North Little Rock, AR 72117

Contractors Licensing Board

4100 Richards Rd.
NLR, AR 72117
Fax - 501-372-2247

ID# _____

QUALIFYING PARTY: _____
(person taking test or master card holder)

I, _____ being duly sworn, do hereby
(officer or Owner of Company)

certify that the above name listed as a qualifying party is (check one of the following)

Full time paid employee (with W-2 income) _____

Officer, member or partner of the company
(actively involved in the day to day operations) _____

and do further understand and agree should this person's employment terminate, this organization would notify the Contractors Licensing Board in writing within fifteen (15) days and have another party qualified within thirty (30) days. Should no party qualify with 30 days from termination date of employment, the license shall become invalid.

Company Name _____

Signature _____
(owner or officer)

Date _____

Position _____

Notary Information:

STATE OF _____

County of _____

Sworn to before me this _____

_____ Day of _____,

Signature of Notary

My Commission expires : _____

Notary Seal:

COMPUTERIZED TESTING REGISTRATION FORM

The test is given by an independent testing company (Thomson-Prometric). If you have questions about the test or need more information beyond what is furnished here please call them at 1-888-763-0131

Registration Instructions:

1. Call 1-888-763-0131 or visit www.experioronline.com
2. Register for **ARO4 Program name.**
3. **Exam Code 100.**
4. The operator will assist you in finding the nearest Testing Center.
5. The test is administered 6 days a week (M-F 8:00am-8:00pm, Sat 8:00am-4:00pm)
6. Payment – Thomson-Prometric will accept VISA, MasterCard, American Express or a check can be drafted from your checking account (have a check ready for relaying the appropriate numbers). The charge for the test is \$80.00.
7. You will receive a confirmation number and directions to the testing center (note these at the bottom of this page).
8. The test is open book, multiple choice, 50 questions, with a 2-hour time limit.
9. The book (Contractors Guide to Business, Law and Project Management, Arkansas Edition) is available as follows:

Contractors Licensing Board by credit card 501-372-4661 for \$35.00

NASCLA Publications Inc. by credit card (623) 587-9354

To order by check or money order for \$35.00 send it to:

**Arkansas Contractors Licensing Board
4100 Richards Road
North Little Rock, AR 72117**

10. No handwritten or additional notes are allowed in the reference book (no letters, words, diagrams, etc.) Highlighting and permanent tabbing is acceptable. Post it notes are not permanent and will not be allowed.

On the day of your examination, you must arrive at the Prometric Center 30 minutes before your scheduled appointment to complete the admission procedures required before your test begins. You must bring the following with you: One **current** official government issued photo identification such as a driver's license, passport, etc. and your Contractors Guide to Business, Law and Project Management, Arkansas Edition.

PLEASE BE ADVISED: a) You may be given extra manuals when you arrive to take the test. You will only be tested from the Contractors Guide to Business, Law and Project Management, Arkansas Edition. b) Verify your exam code before you take the test.

Confirmation Number: _____

Appointment Date: _____

Appointment Time: _____